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Services

**TRAVIS AIR FORCE BASE COMMERCIAL
SOLICITATION POLICY**

COMPLIANCE WITH THIS PUBLICATION IS MANDATORY

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Certified by: 60 AMW/DS
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This instruction implements AFD 34-2, *Managing Nonappropriated Funds*. This instruction establishes uniform procedures for conducting personal commercial solicitation on Travis Air Force Base in accordance with DoDD 1344.7, *Personal Commercial Solicitation on DOD Installations*. It does not relieve solicitors from complying with procedures established in DoDD 1344.7, nor does it supersede agreements between vendors or solicitors who are contracted through AAFES or Base Contracting.

1. GENERAL PROCEDURES:

1.1. Transacting personal commercial solicitation on Travis Air Force Base is not a right and will be conducted only when:

1.1.1. The solicitor is duly licensed under applicable federal, state or municipal laws and has complied with installation regulations.

1.1.2. A specific appointment has been made with the individual concerned, it is and conducted in private quarters or in other areas designated by the Support Group Commander (60 SPTG/CC). (See Paragraph **3.2.1** for areas designated for soliciting.)

1.1.2.1. Private quarters are defined as military family housing.

1.2. Solicitors who enter Travis Air Force Base for purpose of soliciting business are required to:

1.2.1. Register at the Visitor Control Center prior to entering the base.

1.2.2. Read the "Solicitor Read File" located at the Visitor Control Center and comply with the contents therein.

1.2.2.1. The read file contains applicable traffic regulations, DoDD 1344.7, a base map, and this instruction.

1.2.3. Vehicles operated by solicitors on Travis Air Force Base shall be insured and must comply with all applicable traffic regulations.

1.3. Once on base, the solicitor shall proceed directly to the location of his or her appointment.

2. PROHIBITED PRACTICES:

2.1. Soliciting door-to-door.

2.2. Solicitation of recruits, trainees, and transient personnel in a “mass” or “captive” audience. This includes personnel transiting the passenger terminal.

2.3. Posting fliers on base, including automobile windshields.

2.3.1. Fliers may be posted on a base bulletin board only with the board owner’s permission.

2.4. Soliciting anywhere on base without an appointment, including areas designated by the Commander for interviews by appointment.

2.5. Making appointments with or soliciting military or civilian personnel who are in an on-duty status.

2.6. Using manipulative, deceptive or unfair trade practices.

2.7. Entering any restricted or off-limits area.

2.8. Use of official identification cards by retired or reserve personnel to gain access to the base for the purpose of soliciting.

2.8.1. Retired or reserve personnel who enter Travis Air Force Base for the purpose of soliciting shall comply with the same criteria as a civilian solicitor.

2.8.1.1. When entering Travis Air Force Base with the intent to solicit, retired or reserve personnel must sign in at the Visitor Control Center and be familiar with the contents of the solicitor read file.

2.9. Solicitors cannot use the base bulletin or any other official or unofficial notice to announce their presence on the base.

3. LIFE INSURANCE AND SECURITIES SALES:

3.1. All insurance business conducted on Travis Air Force Base shall be conducted by specific appointment and must meet criteria established in DoDD 1344.7.

3.2. Appointments shall be conducted in private quarters or in other areas designated by 60 SPTG/CC.

3.2.1. The Travis Mini-Mall Conference Room may be used for this purpose if not in use. Those desiring to use the conference room must coordinate first with the Base Exchange Manager.

3.3. Agents selling insurance shall not use oral or written representations to suggest or give the appearance that the Department of Defense, Department of the Air Force, or Travis Air Force Base sponsors or endorses any particular company, its agents, or the goods, services and commodities it sells.

3.4. Military members considering buying insurance are encouraged to get financial counseling at the Family Support Center prior to entering any agreement between themselves and an agent or company.

4. FUND-RAISERS:

4.1. Request to conduct fund-raisers on base shall be coordinated through 60 SVS.

4.2. Approval authority:

4.2.1. 60 SVS is the approval authority for routine fund-raisers conducted on base by on base agencies.

4.2.2. 60 SPTG/CC is the approval authority for non-routine fund-raisers sponsored by on base agencies. A non-routine fund-raiser is one where an on base agency contracts off base support for its fund-raiser. An example would be the Officers Wife Club contracting with an off base jeweler to conduct a fund-raiser on base.

4.2.3. 60 SPTG/CC is the approval authority for all off base agencies to conduct fund-raisers on base.

4.3. Requests by off base religious groups to conduct fund-raisers on base shall be coordinated through the chaplain.

4.3.1. 60 SPTG/CC is the final approval authority to allow a religious group to conduct a fund-raiser on base.

5. ON BASE VENDING:

5.1. Persons desiring to come to Travis Air Force Base for the purpose of exhibiting and selling goods or services must coordinate with AAFES Vending Services.

5.2. Food vendors will not be permitted to operate on Travis Air Force Base. These services shall be contracted by AAFES. On base vending machines shall also be contracted by AAFES.

MICHAEL J. REAGAN, Lt Col, USAF
Director of Wing Staff

Attachment 1**GLOSSARY OF REFERENCES AND SUPPORTING INFORMATION*****References***

AFPD 34-2, *Managing Nonappropriated Funds*

DODD 1344.7, *Personal Commercial Solicitation on DOD Installations*